

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation Submission for [Project/Service Name]

We are pleased to submit our quotation for [brief description of project/service] as requested. Please find below the details of our quotation:

1. ****Item/Service Description****
 - [Description of item/service]
 - Quantity: [quantity]
 - Unit Price: [price]
 - Total: [total]
2. ****Total Amount****
 - [Total amount for complete quotation]
3. ****Terms and Conditions****
 - [Delivery timeline]
 - [Payment terms]
 - [Any other relevant terms]

We appreciate the opportunity to submit this quotation and look forward to the possibility of working together. Should you have any questions or need further information, please do not hesitate to contact us.

Thank you for considering our proposal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]